



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Williamsburg, South Carolina

Institution Supplement

OPI: Correctional Services
Number: WIL 5267.07
Date: February 9, 2005
Subject: Inmate Visiting

1. **PURPOSE:** The purpose of this Institution Supplement is to afford offenders housed at the Federal Correctional Institution (FCI), and Satellite Camp (SCP), in Williamsburg, South Carolina, the privilege of having visitors of their choice within specific guidelines. This is in order to enhance inmate morale and to maintain relationships with their family or others in the community. This institution supplement must be read in conjunction with the directives affected.
2. **SUMMARY OF CHANGES:** None
3. **DIRECTIVES AFFECTED:**
 - A. **Directives Referenced:** Program Statements 5267.07, Visiting Regulations, dated April 14, 2003; 7331.04, Pre-Trial Inmates, dated January 31, 2003; 5270.07, Discipline and Special Housing Units, dated December 29, 1987; 1315.07, Legal Activities, Inmate, dated November 5, 2003; 5100.07, Security Designation & Custody Classification System, dated September 3, 1999; and 2000.02, Accounting Management Manual, dated October 15, 1986
 - B. **Directives Rescinded:** None
4. **STANDARDS REFERENCED:** ACA STANDARDS 4-4156, 4-4498, 4-4499, 4-4500, 4-4501, 4-4502 4-4503, 4-4504
5. **DESCRIPTION OF PROCEDURES:**
 - A. **Preparation of the Visiting List:**
 - (1) Upon admission to the FCI and SCP, each inmate will be given a Visitor Information Sheet to be completed and returned to the Unit Counselor for final approval. The inmate will be required to forward the Visiting Regulations and the Visitor Information Sheet to the proposed visitors. The Visitor Information Sheet with a signed release authorization form must be returned to the Unit Counselor by the proposed visitor prior to any further action concerning the visit. Upon receipt of the completed authorization form, the Unit Counselor will

initiate a National Crime Information Center (NCIC) inquiry. NCIC inquiries which result in denial of visitation will be retained in the FOI section of the inmate's central file with the visitor's information sheet.

- (2) After the appropriate investigation, the Unit Counselor will enter the required information into the Visiting Program on the LAN System. The Unit Team members will be the only ones authorized to place a visitor on an inmate's approved visiting list. A hard copy of the visiting list will be placed in the inmate's central file and at the Front Entrance Officer's station. The Unit Counselor will notify the inmate of those visitors who have been approved. Normally, a maximum of twenty (20) visitors will be authorized on the inmate's visiting list.

The Unit Counselor will forward the Visitor Information Sheet with a signed release authorization form at government expense for any inmate found to be indigent, according to Program Statement 2000.02, Accounting Management Manual, Visiting Regulations have been incorporated in the Admission and Orientation Handbook. The handbook is provided to all inmates entering the facility.

- (3) The Unit Counselor will periodically review the visiting list to ensure its accuracy. The list may be amended by the inmate's submission of an Inmate Request to Staff Member form to his Unit Team indicating the desired change.

B. Regular Visitors:

- (1) Members of the Immediate Family: These include mother, father, grandparents, step-parents, foster parents, brothers, sisters, spouse, and children. These individuals are to be placed on the visiting list if identified in the inmate's Pre-sentence Investigation and upon completion of an NCIC check. However, the inmate will initiate the visitor form, and the form must be returned to the institution before the NCIC check is initiated.

The word "spouse" includes a common-law relationship previously established in a state honoring such a relationship. An inmate who has provided the name of a common-law relation must forward verification documentation to his Unit Team for their use. This may include, but is not limited to, joint leases or contracts; joint banking accounts; or, utility bills with both

parties named. The inmate's Unit Team will review the material and place the common-law relation on the visiting list once the relationship is verified.

- (2) Other Visitors: A completed Information Questionnaire and Release Form will be required prior to consideration for approval. Visiting privileges usually will be extended to friends and associates having established a relationship prior to confinement unless such visits could reasonably create a threat to the security and good order of the institution.
- (3) Business Visitors: The Case Manager will be responsible for verifying any potential visitor as a former business associate of the inmate, meeting the criteria outlined in BOP policy. The Unit Manager will then approve/disapprove the visit and enter appropriate documentation in the inmate's central file.
- (4) Consular Visitors: Whenever it has been determined that an inmate is a citizen of a foreign country, the Warden will permit the consular representative of that country to visit on matters of legitimate business.
- (5) Visits from representatives of Community Groups: The Warden may approve as regular visitors, for one or more inmates, representatives from community groups such as civic and religious organizations, or other persons whose interests and qualifications for this kind of service are confirmed by staff.

C. Special Visits: All special visits must be requested by the Unit Manager and approved by the AW(P), or designee. A memorandum authorizing the visit must be forwarded to the Front Lobby Officer, Visiting Room Officer, Captain, Duty Officer, Operations Lieutenant, and Central File ordinarily 24 hours prior to the visit. The Unit Team will also enter the information into the Visiting Program on the LAN System. This information must be entered prior to allowing the visitors entrance into the institution. If this information is not entered, then Unit Staff will be contacted concerning the visit and will take the appropriate action to either allow the visitor to enter or deny the visit.

IF AN ATTORNEY REPORTS TO THE INSTITUTION FOR AN ATTORNEY/CLIENT VISIT DURING NORMAL VISITING HOURS, THE ATTORNEY MUST BE ON THE INMATE'S APPROVED VISITING LIST, UNLESS A MEMORANDUM HAS BEEN PROVIDED BY THE INMATE'S UNIT TEAM. THIS MEMORANDUM IS TO BE APPROVED BY THE CAPTAIN. IF AN ATTORNEY WISHES TO VISIT AN INMATE DURING NON-VISITING HOURS, THE UNIT TEAM MUST APPROVE AND SUPERVISE THE VISIT.

- D. **Clergy Visits:** Clergy visits to inmates are approved through the Religious Services Department. Clergy visits will be verified by the Chaplain, and the visits will be approved for certain days during regular hours in the Visiting Room. A Chaplain will issue an authorization memo for each visit. A copy of this memorandum will be provided to the Lieutenants' Office, Front Entrance, and the Visiting Room Officer. When the Clergy arrives, he/she will be checked in as expeditiously as possible, utilizing the same procedures used for attorneys. The Receptionist will be responsible for entering the visitor's information into the Visiting Program.
- E. **Professional Visits:** Representatives of Law Enforcement Agencies, U.S. Parole Offices, Attorneys, Paralegals, Legal Assistants, and Mental Health Professionals performing court-ordered examinations will receive priority when processing. Representatives are to call and schedule their visits by contacting the inmate's Unit Team. The Unit Team will notify the S.I.S. office by memorandum concerning all pending law enforcement visits. Every effort should be made to schedule the visit during normal visiting hours. Requests should be called in at least twenty-four (24) hours prior to the proposed visit. If approved, Unit Staff will prepare a memorandum authorizing the visit and distribute copies to the Lieutenants' Office, Front Entrance, and Visiting Room. If the visit is requested during non-visiting hours, the Unit Team will attempt to accommodate the request insofar as time, security, and manpower constraints permit. Ordinarily, a 24-hour advance notice is required. Additionally, the visitation privilege will not supercede institutional security and orderly functioning by unnecessarily interfering with other institutional activities. The Receptionist will be responsible for entering the visitor's information into the Visiting Program.
- F. **Visits to Offenders not in a Regular Population Setting:**
- (1) **Admission Status:** Visits occurring after the initial 72-hour intake period will be limited to immediate family, pending verification of proposed visitors.
- Inmates transferred from other federal facilities will maintain their approved visiting lists unless circumstances warrant a change. All visitors will be rechecked through NCIC.
- (2) **Hospital Patients:** Visitors requesting to see an inmate in the institution Health Services Unit will require the approval of the Captain and the Health Services personnel on duty.

Visits for inmates hospitalized in the community will be determined by the Warden or Acting Warden only. If a visit is approved, it will be limited to immediate family only. All visits will be subject to the general visiting policy of the hospital. An approved visiting list will be forwarded to the hospital officer(s).

- (3) Special Housing Unit: The Operations Lieutenant will be notified when an inmate in the Special Housing Unit has visitors. Each case will be individually handled. During the visit, inmates in Special Housing status will be under constant supervision of the Visiting Room Officer and will be seated at a designated area.
- (4) Holdover Inmates: The FCI and SCP are not designated as holdover facilities. In the event that a holdover inmate arrives, visitation will only be permitted for those individuals verified as immediate family members. A request to visit an inmate on holdover status must be submitted to the respective Unit Team at least one day in advance of the visiting date for approval. The visits will be conducted in accordance with the aforementioned provisions pertaining to Special Housing Unit inmates.

G. Number of Visitors: Only those visitors documented on the approved visiting list will be authorized to visit as previously described. Inmates housed in the FCI and SCP will be limited to four (4) adult visitors at one time. Children under sixteen (16) are not limited.

H. Social Visiting Hours: The following schedule will be utilized for inmates with social visits for the FCI and SCP:

Friday	5:00 p.m. to 8:00 p.m.
Saturday	8:00 a.m. to 3:00 p.m.
Sunday	8:00 a.m. to 3:00 p.m.
Holidays	8:00 a.m. to 3:00 p.m.

Social visitors will not be processed before 5:00 p.m. on Fridays or 8:00 a.m. Saturdays, Sundays, and holidays. Visitors will not be processed after 7:30 p.m. on Fridays or 2:00 p.m. Saturdays, Sundays, and holidays.

I. New Commitments: During the first 72 hours, newly-committed inmates will not be allowed social visits until completion of an investigation of proposed visitors.

J. Inmate visiting at the FCI and SCP will be open to all inmates every day visiting is conducted. The visiting will occur on a first-come, first-served basis. Once the visiting room capacity has been reached, termination of visits will begin. To ensure

a comfortable visitation for inmates and visitors at this facility, the maximum safe capacity of the FCI is 299 people and 118 people for the SCP. The visits will be terminated based on the distance a visitor has driven, the length of time the visitor has been in the visiting room, and the relationship of the visitor to the inmate. The Operations Lieutenant or Institution Duty Officer will make the determination as to which visits will be terminated. This will be documented in the Lieutenants' Log and will be supported by a memorandum to the Captain.

- (1) Federal holidays: In an attempt to provide equitable visiting on federal holidays, all holidays which would result in a four (4) day visiting weekend will be open to all inmates at the FCI and SCP. The visiting room will be monitored.
- (2) Non-federal holidays: For family holidays, (e.g., Easter, Mother's Day, Father's Day), the visiting room will be open for all inmates at the FCI and SCP.

In addition to the above procedures, consideration will be given for allowing inmates who are related (e.g., brothers, father/sons) to visit simultaneously with one visitor. Prior approval must be obtained from the Unit Manager, Associate Warden of Programs, and the Captain prior to the visit. This will be documented in memorandum form, and a copy will be given to the Visiting Room Officers to be maintained in their area.

K. Visitors Entering the Institution:

- (1) Staff must be able to verify the identity of visitors prior to admission into the institution. One of the following forms of identification will be used for identification purposes: valid driver's license, photo identification, or passport.
- (2) All visitors must successfully pass through the metal detector prior to entry into the institution. Visitors are subject to a random ION Drug Detection Scanner just prior to admittance to the visiting room. Failure to successfully pass through the metal detector or ION Drug Detection Scanner will warrant denial of the visiting privilege. The Operations Lieutenant and the Duty Officer will be notified when a visitor fails to clear the metal detector, hand-held metal detector, and or ION Drug Detection Scanner. The Duty Officer and/or Operations Lieutenant will notify the visitor that the visit is denied.

- (3) Visitors who arrive in wheel chairs will be expected to submit to a thorough search. Every reasonable effort will be made to search the visitor in a sensitive and professional manner. If there are any concerns or questions regarding this procedure, the Institution Duty Officer will be contacted immediately to assist in processing visitors with disabilities.
- (4) Staff may require a visitor to submit to a personal search, including any items of personal property, as a condition of allowing or continuing a visit. Items of personal property may be required to be returned to the visitor's vehicle.

If for any reason a visitor is denied entrance to the facility, Attachment A will be completed and forwarded per distribution noted on the form.

- (5) Social Visitors: These visitors will be required to complete a Notification to Visitor form upon arrival. These forms will be maintained for a period of one (1) year. The visitors will sign in on the Visitor Logbook and sign out when they conclude the visit.

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- (6) PERSONAL BELONGINGS. Cellular phones, pagers, or any other electronic devices will not be allowed into the visiting room at any time. **Visitors' personal property which will be allowed into the visiting room is as follows:**

- a. Change purse (clear)
- b. Comb/hair brush
- c. Empty baby bottles (must be clear plastic)
- d. Diapers (reasonable amount), baby powder, ointment, and small blanket
- e. Commercially sealed, prepackaged baby food
- f. Baby clothes (one set)
- g. Life maintenance medications (i.e., heart, epileptic, etc.). Diabetic medication and syringes are not considered life maintenance medications.
- h. Jewelry worn in by the visitor
- i. Sweater/light jacket
- j. Reasonable amount of feminine hygiene items
- k. Money to be used for refreshments, no more than \$25.00
- l. Valid Photo identification

All other items will be placed in lockers provided for visitors located in the front reception area or secured in the visitor's vehicle.

All items will be subject to search by the Visiting Room Officer. **No tobacco products are allowed.**

- (7) Inmates may carry the following items into the Visiting Room area:
- (a) One comb
 - (b) One handkerchief
 - (c) One wedding band (no stone)
 - (d) One religious medallion (with chain)
 - (e) Prescription eyeglasses

All items taken into the Visiting Room will be inventoried, and the same items must leave the Visiting Room with the inmate. All inmates entering the visiting area will receive pat searches and exiting the visiting area will submit to visual strip searches.

Random visual strip searches will be conducted on inmates departing the SCP Visiting Room. Inmates will not be permitted to carry out any items other than those brought into the Visiting Room.

- (8) With prior Unit Team approval, inmates will be allowed to bring legal material into the Visiting Room for legal visits. This material will be inspected by the Visiting Room Officer for contraband. The contents of legal material will not be read. In no instance will the Visiting Room Officer accept articles or gifts of any kind for an inmate, except packages which have prior approval by the Warden.
- (9) Loitering in the parking lot or on institution grounds is not permitted.
- (10) Large vehicles (e.g., campers, mobile recreational vehicles, tractor trailers) will not be allowed to be left on institution grounds overnight. For institution purposes, these vehicles will be parked in the area of the parking lot farthest away from the Administration Building.
- (11) Once a visit with an inmate begins, if the visitor leaves the visiting area, the visit will be terminated. Any exception must be approved by the Operations Lieutenant.

L. Supervision of Visits: It is the responsibility of the inmate to ensure all visits are conducted in a quiet, orderly, and dignified manner. A visit not conducted in an appropriate manner may be terminated by the Operations Lieutenant. The Lieutenant will prepare a written memorandum to the Captain and

Unit Manager explaining the circumstances relied upon in terminating the visit.

The Visiting Room Officer will be aware of all articles passed between the inmate and the visitor. If there is any reasonable basis to suspect materials are being passed which constitute a violation of the law or regulations, the officer may examine the item. The Operations Lieutenant will be consulted in questionable cases.

- M. Visiting Attire (Inmate):** Inmates entering the visiting area will be dressed in institution clothing, personal tennis shoes are permissible. All personal tennis shoes will have a color cable tie attached to the shoe. The cable ties will be removed at the conclusion of the visit. All inmates will be required to have shirt tails tucked in, and belts will be worn. All other attire will be prohibited.

- N. Inmate and Visitor Conduct within Visiting Room:**

All inmate visitors arriving in the Visiting Room will report to the Visiting Room Officer for processing prior to being seated.

Inmates, upon entering the Visiting Room, will report to the Visiting Room Officer for check in. The vending machine areas are off limits to all inmates at all times.

Physical contact between the inmate and his visitor(s) will be limited to an embrace upon the initial arrival and at the completion of the visit. The officers will issue only one warning; afterwards, the visit will be subject to termination by the Operations Lieutenant or Institutional Duty Officer, and disciplinary action will be taken which may result in the loss of visiting privileges for a period of time. Criminal prosecution may be initiated against the visitor, the inmate, or both in cases of criminal violations.

A copy of the Visiting Regulations (Attachment B) will be posted in the Visiting Room and will be given to each approved visitor by the Visiting Room Officer upon the visitor's initial visit to the institution. Any violation of the institution's visiting procedures may result in termination of the visit and/or disciplinary action. Only the Operations Lieutenant and/or the Institution Duty Officer have the authority to terminate a visit. However, the Visiting Room Officer can deny entry of unauthorized and pre-approved visitors if the visitor violates any of the Institutional Visiting Rules and Regulations.

- O. Smoking Policy:** FCI Williamsburg is a smoke free/tobacco free facility and no tobacco products are allowed by anyone in the visiting room.

P. Persons with Criminal Records: While the history of an arrest record or criminal record does not necessarily preclude visiting privileges, careful evaluation and consideration should be given to the nature and extent of the criminal record. History of recent criminal activity is weighed against the value of the relationship and the security of the institution. The Warden will make the final determination as to the approval or disapproval of visiting requests in these types of cases.

Q. Former Inmates of the Institution and Relatives of Other Inmates: Rarely will individuals in this category be permitted to visit. In those instances necessitating such visits, the Warden must give prior approval.

R. Holdovers and New Commitments: When an approved visiting list is not available, visits for new commitments and inmates in holdover status will be limited to confirmed members of the immediate family. A Birth Certificate or some form of identification that would indicate they are members of the same family will be required. In addition, a check of the inmate's Presentence Report (if one is available) shall be conducted.

S. Protective Custody, Separation Cases: The Warden or designee (normally the Captain) will determine approval of the visit and schedule visiting for protective custody and separation cases. Visits of this nature will be reviewed on a case by case basis, taking into account the safety of the inmate and the security requirements of the institution. The non-contact visiting areas may be used in these cases.

The Visiting Room Officer will take special precautions when a visitor closely resembles an inmate (as in the case of identical twins). The non-contact visiting area may be used in these cases.

1. **INJURIES TO VISITORS.** Any injuries occurring to visitors, while inside the institution will be assessed by the senior medical staff member on duty. An injury report will be completed and only emergency treatment will be rendered. No medication will be prescribed. Injured visitors will be referred to the local hospital emergency room or their respective physician for follow up treatment when appropriate.
2. **IDENTIFICATION OF VISITORS.** All visitors, with the exception of children under the age of 16 years, must display photo identification before entering the institution. All applicable procedures, as outlined in the Institution Supplement, Front and Rear Entrance Procedures, will be followed. The primary form of identification for visitors will be a photo identification. All visitors must present valid identification. Valid identification includes: a valid state driver's license, state issued identification, government identification or passport, issued by a local, state or federal

agency, or foreign government. The Institution Duty Officer or Operations Lieutenant will be notified in questionable cases.

The Front Lobby Officer will stamp each visitor's hand with a black light stamp prior to his/her entrance to the visiting room. The Visiting Room Officer will check each visitor's hand for the presence of the stamp prior to the visitor's entrance and exit from the visiting room.

3. **BUSINESS VISITORS.** Only the Warden may authorize an exceptional visit of this kind in accordance with Program Statement 5267.06, Visiting Regulations.

Infrequent visits by a prospective/former employer, clergy, sponsor or parole advisor may be permitted upon recommendation and approval of the Warden or his/her designee.

4. **EMBASSY OR CONSULAR VISITORS.** Arrangements for visits by Embassy or Consular staff will be made through the Unit Manager and approved by the Warden in accordance with Program Statement 5267.06, Visiting Regulations.

5. **PASTORAL VISITS.** Pastoral visits must be recommended by the supervisory Chaplain and approved by the Warden. These visits will occur in the visiting room during regular visiting hours.

6. **OFFICIAL VISITORS.** Members of the FBI, U.S. Marshals Service, Congress, Federal Public Defenders, Department of Justice officials, and Federal Prisons system personnel will be permitted to visit upon presentation of appropriate identification. Federal employees are not required to pass through the metal detector.

ATTORNEY VISITS.

- a. Attorneys are encouraged to visit during regular visiting hours, Friday 5:00 p.m. - 8:00 p.m. Also, on Saturday and Sunday, 8:00 a.m. - 3:00 p.m. Attorney visits will normally take place in the private attorney visiting rooms. Under rare circumstances when an attorney visit may take place during non-visiting hours, the visit will be visually supervised by a member of the inmate's unit team. Staff may not subject visits between an attorney and an inmate to auditory supervision.
- b. Attorneys should be on the inmate's visiting list. However, this does not preclude other attorneys from visiting at the inmate's request. Visits from attorneys not on the inmate's visiting list must ordinarily be requested in writing and approved by the Warden at least 24 hours in advance of the visit. In situations which prior notification by an attorney has not been made due to unforeseen circumstances, staff will make reasonable efforts to accommodate the attorney visit.

- c. All attorneys will present a valid bar identification card and complete a Notification to Visitor form. After completing the Notification to Visitor form, attorneys will be processed through the metal detector and will have their hand stamped before entering the institution. U.S Attorneys and Federal Public Defenders may, in lieu of a bar card and picture ID, present an official picture identification. They will be required to sign the official log. They are not required to pass through the metal detector.
- d. A copy of attorney visits will be kept in the inmate's central file. In order to be considered a legal visit, the attorney must present photo identification and confirmation of attorney status.
- e. Normally, exchange or delivery of legal documents between an inmate and an attorney must occur through the U.S. Mail rather than through visitation. However, attorneys are permitted to bring reasonable amounts of legal documents (not to exceed a thickness of one-half inch) into the institution for review with an inmate.

Any legal documents brought in by an attorney are subject to visual inspection for contraband by the Front Lobby Officer, but ordinarily staff will not read the materials.

An inmate may bring a **limited** amount of legal materials (not to exceed a thickness of one-half inch) from his unit to the visiting room to review with his attorney. The amount of materials must be approved in writing by the inmate's unit team. The Visiting Room Officer will visually inspect the documents to verify they are limited to legal materials and include no prohibited items upon entering and exiting the visiting room and will immediately notify the Operations Lieutenant if any discrepancies are noted.

Once the legal visit has concluded, the Visiting Room Officer will visually inspect the inmate's legal material to ensure that contraband is not present. If inspection reveals no concerns, the Visiting Room Officer will give the legal materials to the inmate to return to his unit. Items that cannot be thoroughly searched (e.g., padded envelopes or hard-cover books) will not be allowed to enter or leave the visiting room.

- f. Recording devices, video equipment, and cameras will not be allowed in the visiting room without advanced written approval from the Warden. If such permission is granted, the institution's Legal department will be notified and available for consultation. A member of the unit team will visually monitor the visit.

- g. Non attorney legal representatives such as law clerks, paralegals, and interpreters must receive prior approval to participate in legal visits, regardless if accompanied by an attorney. Attorneys desiring legal representative's participation in legal visits are responsible for submitting a completed Application to Enter Institution as Representative form to the inmate's unit team. These forms may be obtained from the inmate's unit team or by contacting the Legal department.
 - 1. Original signatures are required for processing and hand-delivered applications are not ordinarily accepted.
 - 2. Review of properly submitted applications will ordinarily be completed within one week from the day after the date of receipt. Unit team staff will notify the affected inmate when the request for a legal representative is approved.
- 7. LAW ENFORCEMENT INTERVIEWS. Ordinarily, the Special Investigative Supervisor (SIS) and Captain will approve and coordinate all interviews between law enforcement agencies and inmates. In the absence of the SIS, the Special Investigative Supervisor Technician (SIS Tech) will assume this function along with the Captain. The purpose of this is to acquaint institution officials with any new developments in an inmate's situation that might jeopardize the safety and security of the institution. The completed form will be reviewed by the Captain, who will forward it to the Associate Warden (P) for final review. It will then be sent to the SIS for filing.
- 8. VISITS TO INMATES NOT IN REGULAR POPULATION STATUS.
 - a. **Outside Hospital Visits: Visiting privileges will not be authorized for the inmate patient unless approved in advance by the Warden. If visiting is approved, the following guidelines will be adhered to:**
 - (1) The Unit Team will prepare an approved list of visitors for each inmate patient.
 - (2) Prior to the inmate receiving a visit, the visitor's name, address, date, and time each visit will take place will be provided to the staff supervising the inmate in the outside hospital.
 - (3) The staff supervising the inmate in the outside hospital will verify the visitor's identity at the time of the visit. The inmate will only be allowed one visitor in the room during the visit.

- (4) When the visitor enters the inmate's room, the staff member will advise the visitor of proper visiting procedures. Visitors will be screened with a hand-held metal detector. The staff supervising the inmate will place all purses and handbags in the inmate's hospital room closet or locker. The inmate patient will never have access to the visitor's purse or bags. The visitor may retrieve his/her belongings just prior to departure from the hospital room.
- (5) All inmate visitors will adhere to hospital visiting regulations and hours.
- (6) Visitors will not use the bathroom in the inmate patient's room.
- (7) Visitors/walk-ins will not be authorized to visit the inmate patient unless prior approval has been given by the Warden. In the event an unauthorized visitor appears at the hospital demanding a visit, the individual will be referred to the institution. The Captain and hospital security will be notified.

9. PREPARATION OF VISITING LISTS. The correctional counselor will be responsible for approving the proposed visiting list the inmate submits and for preparing all documents required on Page 5, Section 13, a and b, of Program Statement 5267.06. The correctional counselor will complete and sign the inmate's visiting list. It will be copied and filed in the visitation computer in the front lobby, with a copy going to the inmate. This should be accomplished within the first five days after the inmate's arrival. The correctional counselor will also be responsible for additions to the visiting list, filing the updated list, and destroying the old list. All additions will be typed on the original form and initialed by the person making the correction. The counselor will provide the inmate a copy of the visiting regulations during the Admissions and Orientation period. Unless unusual circumstances exist, an inmate transferred from another Federal Bureau of Prisons institution will not need to have his visitors already on the visiting list approved a second time.

The Unit Team shall notify the inmate of each approval or disapproval of a requested person. **The inmate is responsible for notifying the visitor of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the visiting guidelines.**

10. VISITOR DRESS. The Front Lobby Officer will ensure all visitors are appropriately dressed. Visitors will dress appropriately and avoid clothing styles that are suggestive. See through garments, sleeveless tops, overly tight fitting clothes, plunging necklines, or garments that expose private parts of the body will not be

permitted to be worn in the visiting room. Skirts, shorts, culottes, and dresses will not be higher than two inches above the top of the knee. Halter tops, wrap-around skirts, spandex, caps, hats, and clothing with logos that may indicate gang affiliation or bathing-suit type attire will not be permitted. Provocative attire worn by men or women is reason to deny visiting. A visit may be terminated in order to maintain good taste and consideration for others.

Visitors will be expected to wear clothing which is within the bounds of good taste. Visitors will not be allowed to wear low-cut or see-through clothing, tube or tank tops, backless clothing, camouflage, khaki, or green-colored clothing, slits in dresses above the bend of the knee, dresses, skirts, and shorts will not be allowed above the bend of the knee, or any other apparel of a suggestive or revealing nature (e.g., skin tight clothing, mini skirts, short culottes or sleeveless clothing.) Nylon jogging suits are allowed to be worn. The Operations Lieutenant or Institution Duty Officer will be consulted prior to denying a visitor entry into the institution because of his/her attire.

NOTE: DRESSES, SKIRTS, AND SHORTS WILL BE ALLOWED REFER TO ATTACHMENT B

The Front Lobby Officer will notify the Operations Lieutenant of any potential visitor considered not to be appropriately dressed. The Lieutenant will proceed to the front lobby area and determine whether the visitor is dressed appropriately. When a visit is not allowed, the Operations Lieutenant will document the reason(s) in the Lieutenant's Log.

11. SEARCHING VISITORS. Visitors are subject to search and, under certain circumstances, to be detained and/or arrested. Reference is made to Program Statement, Searching and Detaining or Arresting Persons Other than Inmates. It is the responsibility of the Front Lobby Officer to search items of personal property prior to admittance to the visiting room and to ensure that all visitors pass through the metal detector and the ION Drug Detection Scanner just prior to admittance to the visiting room. Failure to successfully pass through the metal detector or the ION Drug Detection Scanner will warrant denial of the visiting privilege. On occasion, a hand-held metal detector may be used to isolate a specific area.

Visitors who arrive in a wheelchair will be expected to submit to a thorough search. Every reasonable effort will be made to search the visitor in a sensitive and professional manner. If there are any concerns or questions regarding this procedure, the Institution Duty Officer will be contacted immediately to assist in processing visitors with disabilities.

12. RECORD OF VISITORS. The Front Lobby Officer will ensure all visitors read and sign the Notification to Visitor form (BP-224(52)) and sign the Inmate Visitor's Log Book. This will ensure all visiting is recorded and a file is maintained on all visitors. The visitor will complete the Notification to Visitor form in the lobby and the escorting officer will carry it to the visiting room. The Visiting Room Officer will forward the completed BP-224's to the Captain's Office. The Visiting Room Officer will maintain a daily log of all visits.
13. INMATE NOTIFICATION AND IDENTIFICATION. Once the visitor has entered the visiting room, the Visiting Room #1 Officer will contact the inmate's work detail supervisor or housing unit officer and inform them of the visit. Upon arrival, he must present his inmate identification card to the officer.
14. INMATE VISITING ATTIRE. Inmates must wear institution clothing when participating in the visiting program. Inmates will dress in clean clothing that is in good repair and in good taste. Inmates will wear shoes issued by the Visiting Room Officer into the visiting room. Hats and sunglasses are not approved for wear with the exception of religious headgear and prescription sunglasses. The only jewelry inmates are permitted to wear into the visiting room are wedding bands and religious medallions. Any other jewelry, including watches, will be secured in the inmate's unit before leaving for the visiting room. Inmates will be permitted to bring one comb and one handkerchief into the visiting room.
15. DETAINING VISITORS. Only the Warden, or an authorized designee, can authorize detaining visitors when there is probable cause to believe they are involved in a serious violation of visiting regulations constituting a violation of the law. An individual is not ordinarily detained for conduct which poses little or no threat to the security or orderly running of the institution (i.e., being under the influence of intoxicants or drugs, etc.)
16. SUPERVISION OF THE VISITING ROOM.
 - a. It is the Visiting Room Officer's responsibility to ensure the visiting room regulations are followed as outlined in this supplement and the visits are conducted in a quiet, orderly, and dignified manner. Direct observation of the visits is not required at all times, but the officers will move about the area and constantly observe the general visiting area. Inspections should determine that the visits are being conducted in an acceptable manner. Inmates are not allowed to visit with other inmates and/or other inmates' visitors.
 - b. A search of each inmate is required at the beginning and at the end of a visit. Pat searches will be performed on all inmates prior to entrance into the visiting room. A visual search

shall be performed on all inmates prior to leaving the visiting room. Searches shall be conducted out of view of visitors and in privacy. All searches shall be recorded in a visual search log book located in the inmate processing area.

- c. In no instance shall the Visiting Room Officer accept articles or gifts of any kind for an inmate. Inmates shall not give visitors hobby craft, art items, etc.
 - d. Rest room facilities for visitors are located inside the visiting room. Inmates, under direct visual supervision of the Visiting Room Officer, will use the rest room located in the Shakedown Room. Inmates will receive a thorough pat search prior to being allowed to use this rest room.
 - e. Visitors are not permitted to take anything from, or give anything to an inmate in the visiting area.
17. PENALTY FOR VISITING ROOM VIOLATIONS. All inmates are to be aware of the rules and regulations and the consequences for violating those regulations. Inmates are responsible for providing each of their visitors a copy of the visiting rules and regulations brochure. Any act or effort to violate the visiting guidelines of the institution may result in disciplinary action against the inmate, which may include the denial of future visits. In the case of criminal violations, prosecution may be initiated against the visitor and the inmate.
18. OFFICE OF PRIMARY RESPONSIBILITY: Correctional Services

Ruth Yancey, Warden

Attachments: 3

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Inmate Visiting
WIL 5267.07
February 9, 2005



Attachment A

U.S. Department of Justice
Federal Bureau of Prisons

*Federal Correctional Institution,
Williamsburg, SC*

DATE: CURRENT DATE

REPLY TO

ATTN OF: _____, Visiting Room Officer

SUBJECT: Visitor denied entrance to Visiting Room

TO: Correctional Services

On the above date, at _____ (a.m./p.m.), the following
visitor (Mr./Mrs./Miss) _____ was denied
entrance into the Visiting Room.

Inmate Concerned _____, _____
NAME REGISTER NUMBER

Reason for denial: 1. Improper or no identification
2. Not on inmate's visiting list
3. Under age or without parent/guardian
4. Other _____

Comments: _____

CC Institution Duty Officer
Unit Manager

**FEDERAL CORRECTIONAL INSTITUTION
SATELLITE CAMP
WILLIAMSBURG, SOUTH CAROLINA
VISITING REGULATIONS
VISITORS HANDOUT**

The following is an outline of the regulations and procedures governing visiting with inmates at the Federal Correctional Institution/Satellite Camp, Williamsburg, South Carolina. It is the philosophy of this institution that inmate contact (visits) with family and other professional persons will help an offender to plan a more realistic future for his return to society.

All visitors will enter the visiting room at the front entrance. Each visitor must provide appropriate valid photo identification, (e.g., driver's license, passport) before being allowed to visit. As a reminder, persons not permitted to visit may not remain in the institution's lobby area or parking lot. Approved visitors will not be allowed to go to and from their vehicles unless it is to return an item which was refused entry. When you have parked your car, make sure it is locked and the windows are closed. Arrival at the institution parking lot prior to 5:00 p.m. on Friday and 8:00 a.m. on Saturday and Sunday is prohibited. Likewise, visitors may not line up at the visiting room door prior to 5:00 p.m. on Friday or 8:00 a.m. on Saturday and Sunday. Visitors will not arrive prior to the arrival times listed above on holidays based on the day of the week the holiday occurs on. Processing of visitors into the institution will end at 7:30 p.m. on Fridays and 2:00 p.m. on Saturdays, Sundays, and holidays.

A short embrace at the beginning of the visit and when it has terminated is the only physical contact which will be allowed. Any excessive display of affection between inmate and visitor which may tend to embarrass other visitors will not be permitted and could result in termination of the visit.

Each inmate is provided with an unlimited amount of visiting time during regular visiting hours with those persons on his approved visiting list, unless circumstances warrant otherwise. However, at the FCI, only four adult visitors are allowed to visit at one time. The Institution Duty Officer and the Operations Lieutenant have the prerogative to terminate any visit due to improper conduct on the part of the inmate or his visitor(s), or for overcrowded conditions. Visiting room capacity, weather, frequency of visits, and distance traveled will be determining factors when a decision to terminate a visit is made. Children under the age of 16 will not be allowed entry into the institution to visit unless they are accompanied by an adult visitor. Adult visitors will be responsible for the conduct of children under their supervision. This includes keeping them within the authorized visiting areas. Inmates and visitors will be responsible for keeping their children quiet so as not to disrupt others.

Visitors will not be allowed to bring in or give anything to an inmate. Visitors are not allowed to bring excessive items with them to visit an inmate (e.g., suitcases, large oversized bags, purses, packages). These items will not be brought into the institution. A small see-through coin purse is recommended with proper ID and no more than \$25.00 for use in the vending machines. Inmates are not allowed to receive food from outside sources. Visitors are not allowed to bring in food items, tobacco products, i.e., cigarettes, chewing tobacco, snuff or cigarette lighters. FCI Williamsburg is a Smoke free /Tobacco free facility and there is no smoking allowed by anyone in the visiting room. There are vending machines in the visiting room from which food snacks can be purchased. Visitors will not be allowed to bring food snacks or sodas out of the visiting room. All items purchased in the visiting room will be consumed inside the visiting room. Individuals with medical problems which require them to carry medication into the visiting room must inform the Visiting Room Staff of their condition and receive permission to carry the medication into the visiting room.

Visiting is an extremely important family function, and dress code requirements are necessary to maintain the dignity of those involved. All visitors will be properly dressed when coming to visit. Visitors are allowed to wear shorts at the Federal Correctional Institution and Satellite Camp. Shorts will not be above the bend of the knee. Visitors are not allowed to wear low-cut or see-through clothing, tube or tank tops, backless clothing, camouflage, khaki or green-colored clothing, sweat suits, dresses with slits above the bend of the knee, or any other apparel of a suggestive or revealing nature (e.g., skin-tight clothing, mini skirts, short culottes, or sleeveless clothing). Nylon jogging suits will be allowed. Visitors may be denied entry by the Operations Lieutenant or Institution Duty Officer for noncompliance. Excessively provocative attire is reason to deny and/or preclude visiting.

Only the following articles are authorized to be carried into the institution by visitors:

- a. Change purse (clear)
- b. Comb/hair brush
- c. Empty baby bottles (must be clear plastic)
- d. Diapers (reasonable amount), baby powder, ointment, and small blanket
- e. Commercially sealed, prepackaged baby food
- f. Baby clothes (one set)
- g. Life maintenance medications (i.e., heart, epileptic, etc.). Diabetic medication and syringes are not considered life maintenance medications.
- h. Jewelry worn in by the visitor
- i. Sweater/light jacket
- j. Reasonable amount of feminine hygiene items
- k. Money to be used for refreshments, no more than \$25.00
- l. Valid Photo identification
- m. One package of baby wipes (unopened)
- n. One see-through drinking cup

Pillows, blankets, or strollers will not be allowed. Inmates may not receive money through the visiting room. All monies for an inmate must be mailed into the institution through the U. S. Postal Service.

Cameras, recording devices, pagers, cell phones, pens/pencils, makeup of any kind, perfume, or toys will not be allowed into the institution. Photographs, newspapers, or magazines will not be permitted. Photos will be taken at a nominal charge by an approved group.

Inmates may only take a comb, handkerchief, ID card, plain wedding band, tennis shoes, prescription eyeglasses, and religious medallion w/chain into the visiting room. Inmates are required to wear institutional clothing, with the exception of tennis shoes. No sweat shirts, sweat pants, or recreation clothing will be permitted.

Visitors entering the institution may be subject to a search of their person, property, and packages. Anyone refusing this search or refusing to sign a Notification to Visitor form (Title 18) statement in English or Spanish will be refused entry into the institution. The visitor must sign this form in the presence of a staff member. A visual search will be made of all carry-in items of a visitor. The visitor will be present during the time all items are being searched. All visitors will be subject to a search by the ION Drug Detection Unit. Any visitor refusing to be tested by the ION Drug System will not be allowed to visit. It may be necessary for staff to check a visitor with a hand-held metal detector. The Visiting Room Officer will not store any items for visitors or inmates. There are no visitor lockers. All refused items must be returned to the automobile for storage. It is a Federal crime to bring upon the institution grounds any firearm, destructive device, ammunition, other object designed to be used as a weapon, narcotic drug, controlled substance, alcoholic beverages, currency, or any other object that threatens the order, discipline, or security of a prison, or the life, health, or safety of an individual without the knowledge and consent of the Warden.

As a reminder, on Saturdays, Sundays, and Federal Holidays, the institution will conduct an official count. All visitors must be completely processed through the Front Lobby by 9:30 a.m. Arrival of those visitors who are not processed at 9:30 a.m. will result in a delay until the official count is clear.

Section 1001, Title 18, U.S. Criminal Code states that "the penalty for making a false statement is a fine of not more than \$250,000.00 or imprisonment of not more than 20 years, or both." Furthermore, Section 1791, Title 18, U.S. Criminal Code provides a penalty of up to 10 years in prison for any person who introduces, or attempts to introduce, into or upon the grounds of any penal or correctional institution, or takes or attempts to take, or send therefore, anything whatsoever, without the knowledge and consent of the Warden.

Attachment C



Federal Correctional Institution,
Williamsburg, SC

UNIT: _____ COUNSELOR: _____
DATE: _____

[illegible]